

LLR South Carolina Real Estate Commission
Synergy Office Park, Kingstree Building
110 Centerview Drive, Suite 201
Post Office Box 11847
Columbia, SC 29211-1847
Telephone: (803) 896-4400 Fax: (803) 896-4427

DOC #120

PROPERTY MANAGEMENT LICENSE REQUIREMENTS

RESIDENTS AND NON-RESIDENTS

Age

Individuals must be 18 to be licensed as a property manager and 21 to be licensed as a property manager-in-charge.

Education

A prospective licensee must be a high school graduate or hold a certificate of equivalency and must complete a Commission-approved thirty-hour (or more) course in the fundamentals of property management. A law degree or baccalaureate degree with a major in real estate will qualify an applicant for the property management examination. Upon passing the property management examination, applicants must apply for property manager or property manager-in-charge license within one year.

Experience

No licensed experience is required to qualify for the property management examination.

Examination

Examinations are scheduled every Monday through Saturday in Beaufort, Charleston, Columbia, Greenville, Myrtle Beach, SC and Charlotte, NC. PSI is the examination provider for the Commission and they publish a Candidate Information Bulletin for approved candidates for the property manager examination. Candidates receive this bulletin when they receive the examination eligibility letter from the Commission. If examinees do not receive a passing score, retesting may be scheduled quickly.

Miscellaneous

- I. Commission Review - any applicant who has been convicted of a crime or sanctioned by any licensing agency or has adverse items on a credit report must reveal that fact on his/her application. The Regulatory Compliance Department will review the application and then conduct an investigation before an examination can be scheduled. This may result in a delay.
- II. Fees - Upon original application, each applicant must pay \$35 (which includes \$10 for a credit report). Within one year after passing the examination, applicants must submit a separate two year licensing fee of \$250 for a property manager-in-charge license or \$125 for a property manager license.

When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid.

Persons not currently licensed in South Carolina must submit certified funds for licensure.

PERSONS LICENSED IN OTHER STATES MOVING TO SOUTH CAROLINA

All applicants meet the requirements outlined previously for residents as to age, education and experience. Any person who has attended a state commission approved school in another state within the five-year period prior to applying for licensure in South Carolina, will have the education approved if it meets this Commission's standards for hours and subject matter.

Applicants must also submit with the application a Certification of Licensure, including history, education and disciplinary action from each state in which he/she has held a license.

If this information sheet is more than six months, call our office for possible changes. (803) 896-4400

Doc # 120 TM(R5/11)